

ARCS PROCEDURE:		PRO(TWPPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 1 of 9

## Site Visit (SV) Activities

### I. Purpose:

This document describes activities during a Site Visit for consistency.

### II. Cautions and Hazards:

- Follow recommendations of ESH Site Briefing and *Site Safety Manuals*, *Manus RPT(ESH)-003.006*, *Nauru RPT(ESH)-010.006*, and *Darwin RPT(ESH)-013.004*.

### III. Requirements:

- Perform work safely to plan set up after analyzing the hazards.
- Work to procedures.
- Include Observers in work.
- Do not drive at night.

### IV. Procedure:

#### A. Steps:

1. Site Team:
  - a) Notifies TWPO of arrival.
  - b) Meets the Observers.
  - c) Establishes work routine, hours, days, and communication to TWPO.
  - d) Performs Audit-in site evaluation.
  - e) Does System configuration audit-in download.
  - f) Starts Site tasks. ***Reminder: Always include Observers in work!***
  - g) Performs calibration, change-out, and comparisons on a Calibration Visit.
  - h) Upgrades systems.
  - i) Repairs systems.
  - j) Performs routine maintenance.
  - k) Trains Observers.
  - l) Prepares equipment for shipment back to states.

ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 2 of 9

- m) Performs hardware Audit-in. ***Reminder: Always include Observers in work!***
- n) Sends data back to the U.S.A. for checking.
- o) Performs hardware Audit-out. ***Reminder: Always include Observers in work!***
- p) Reports progress daily (see attached TWP Site Report Template).
- q) Fill out "Instrument Replacement Forms" and include with Visit report (see attached form).
- 2. TWPO (stateside support):
  - a) Receives and distributes Daily Reports.
  - b) Responds to requests from Site Team.
  - c) Analyzes data sent to the U.S.A. to verify calibrations and instrument change-outs.
- 3. On-Site Observers:
  - a) Support Site Team.
  - b) Participate in training.

## V. References:

1. Post Site Visit Activity Procedure, PRO(TWPPO)-063.

## VI. Attachments:

1. Site Visit Report Template, FM(OPS)-041.000.
2. Instrument Replacement Form, PRO(OPS)-062.000.
3. Audit-in Record Form (Site Visit Conditions Report), FM(OPS)-011.000.
4. Audit-out Record Form, FM(OPS)-007.003.

ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 3 of 9

## Attachment 1: Site VISIT Report Template, FM(OPS)-041.000

*Site Visit Lead, Reporter,*

*Here is the Daily Report Format for Site-\_\_\_\_\_ while you are working in \_\_\_\_\_.*

*Each day go to Out box and do "Send Again" on previous daily report email and:*

- 1) Change "Subject" date.*
- 2) Replace yesterday's action with today's action under "General."*
- 3) If a task is completed write "complete" and the date completed under that task.*
- 4) Put non-listed tasks in "Other" at the end of the report.*

*Larry Jones will compile and send out the reports each day and keep a file on the cumulative reports for the final Site report when the visit is finished.*

*Send your report to [ljones@lanl.gov](mailto:ljones@lanl.gov), [dreass@lanl.gov](mailto:dreass@lanl.gov), and [mapple@vega.lanl.gov](mailto:mapple@vega.lanl.gov) only.*

Put in Subject: Site \_\_\_\_\_ ddMonthyy Daily Report

NOTE: ALL TIMES AND DATES ARE LOCAL!

### Site-XXX Daily Report

Date: ddMonthyy (Example: 06June01)

Site: Site

Weather: \_\_\_\_\_

Present at site: List those present at site including Observers

Urgent needs: \_\_\_\_\_

General:

### **(SITE) tasks:**

1. Train Observers (Assignee; e.g., Reass, BOM).
2. Task #2.
3. Task #3, etc.
4. Calibrate instruments on calibration trips.
5. Drawing book checking, red marking.
6. Routine Maintenance tasks:
  - Change out generator 12v batteries.
  - Change all AC unit filters.

ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 4 of 9

- MMCR maintenance list.
  - Change out Netrad Domes.
  - WSI manual maintenance.
  - Oil coolant pump bearings on WSI.
  - Replace metal screen filters in WSI Blue Box.
  - Inspect and lube solar tracker arm.
  - MWR heater and/or fan assembly change out.
  - AERI maintenance list – **Nauru only**
  - Check for water in logger, etc.
7. Emergency Generator Maintenance. (Hastings/Deering)
  8. H2 Generator Maintenance. (Australian BOM)
  9. Ship back equipment.
  10. Audit out:
    - Spares inventory.
    - Configuration files from Rad Loggers, MFRSR, Ceil, MWR, etc. (Porch)
    - Replacement records.
    - Replace faded labels.

ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 5 of 9

## Attachment 2: Instrument Replacement Form FM(OPS)-008.001

SV \_\_\_\_\_

Fill out the following form when replacing instruments at an ARCS site:

System: \_\_\_\_\_

Site: \_\_\_\_\_

### OLD Configuration

Part Number	Serial Number	Location	Configuration Version	Change Item 14	Change Item 15	Date UTC	Time Start UTC	Time End UTC

### NEW Configuration

Part Number	Serial Number	Location	Configuration Version	Change Item 14	Change Item 15	Copy Config. Logger to PC	Save to EPROM(E)	Update Version #

Replacement completed by: \_\_\_\_\_

### **NOTES:**

Old Part remains on site as spare:

Old part packed for shipment to: \_\_\_\_\_

Other old part disposition (explain): \_\_\_\_\_

Other NOTES:

<b>ARCS PROCEDURE:</b>	<b>SITE VISIT (SV) ACTIVITIES</b>	<b>PRO(TWPPO)-062.001</b>
<b>Author: L. Jones</b>		<b>08 March 2004</b> <b>Page 6 of 9</b>

### Attachment 3: Audit-in Record Form FM(OPS)-011.000

The Site Audit-in Record (Site Conditions Report) is intended to record the site conditions upon arrival of the Site team, giving us a chance to monitor what has happened at the site since the last Site visit. It is a way to capture your general observations on how the site is holding up and how it is being taken care of. It could be carried out like a daily round, checking everything that the observers would check.

1. Check the vans and site in general, are they clean?
2. Check the domes and windows of the instruments: Are they clean and not damaged?
3. Check whether the instruments are level.
4. Check the desiccant in those instruments that use them.
5. Check the condition of cables and connections.
6. Check the storage of spares and supplies.

Item	Notes

Auditor: \_\_\_\_\_

Date: \_\_\_\_\_

ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 7 of 9

#### Attachment 4: Audit-out Record Form FM(OPS)-007.003

LOCATION	SYSTEM	Part No.	Serial No.	CONFIG.	CONFIG.	OTHER (property#, notes, etc.)
SMET	TRH	HMP_____				
	WND1	05106/08234				
	WND2	05106/08234				
	ORG	ORG-115-DA				
	DAQ MET	ZENO-3200				
GNDRAD	NET	REBS Q*7.1				
	PSP	PSP				
	PIR	PIR				
	IRT	KT 19 85				
	DAQ GND	ZENO-3200				
SKYRAD	PSPG	PSP				
	PIRG	PIR				
	UVB	501A V3				
	MFRSR	MFR7-HEAD				
	IRT	KT 19.85				
	TRK	INTRA II				
	NIP	NIP				
	PSPD	PSP				
	PIRD	PIR				
	DAQ SKY	ZENO-3200				

Auditor: \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_ SV: \_\_\_\_\_

ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 8 of 9

*Audit-out Record Form (continued)*

LOCATION	SYSTEM	Part No.	Serial No.	CONFIG.	CONFIG.	OTHER (property#, notes, etc.)
STAND ALONE	CEIL	CT25K				
	CEIL Cmptr					
	MWR	WVR-1100				
	MWR Cmptr					
	AERI	AERI-06				
	WSI	EHT02				
	CIMEL					
IVAN	MPL					
	MPL Controlr					
	MPL Computr					
	MMCR					
	WSI	WSI-E/06-B				
EVAN	BBSS	-MW15G				
	BBSS Cmptr					
	FAX Machine					
	Obsrvr Cmptr					
	EMWIN					

Auditor: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_



ARCS PROCEDURE:		PRO(TWPPO)-062.001
Author: L. Jones	SITE VISIT (SV) ACTIVITIES	08 March 2004 Page 9 of 9

*Audit-out Record Form (continued)*

LOCATION	SYSTEM	Part No.	Serial No.	CONFIG.	CONFIG.	OTHER (property#, notes, etc.)
SAFETY	FIRST AID					
SPARES						
OTHER						

Auditor: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_